

Appointment of Careers Lead, Part Time

Required January 2027

Carrington School
AD ASTRA

Welcome from the Head



Carrington School is a forward-thinking, inclusive and innovative school with a clear vision: to provide an exceptional education that enables every young person to thrive academically, creatively and personally. We are a school that believes in possibility, in ambition and in creating opportunities that transform lives.

Over recent years, Carrington has undergone significant and exciting change. Through reflection, determination and a relentless commitment to improvement, we have developed a strong culture of learning with embedded systems and structures that support the success and wellbeing of every student. Alongside our outstanding facilities and evolving curriculum, we continue to shape a school community where aspiration is nurtured, individuality is celebrated and excellence is expected.
At Carrington, we recognise that education extends far beyond examination outcomes. Our role is not only to educate, but to inspire. We want students to discover their talents, develop confidence in their abilities and embrace opportunities in sport, the arts, leadership and enrichment. We believe that widening experiences and encouraging creativity are essential in helping young people grow into respectful, resilient and determined individuals who are prepared for the future.

Our vision is built around three core values:
Aspire – encouraging every student to aim high, embrace challenge and believe in their potential.
Innovate – fostering curiosity, creativity and confidence to think differently and explore new ideas.
Respect – developing thoughtful, compassionate young people who value themselves, others and the world around them.

Our motto, Ad Astra – Reach for the Stars – reflects the high expectations and ambitions we hold for every member of our community. We want Carrington students to feel proud of who they are, proud of what they achieve and proud to belong to our school.
This is an exciting opportunity to join a passionate and dedicated staff team in a school that is ambitious for its future and for the young people it serves.





Who We Are

- We are a 11-16 comprehensive school
- We are a 7 form entry, 210 PAN
- We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- We are in SESSET along with The Ashcombe School and Therfield School
- Our last Ofsted Inspection was rated 'Good' in May 2023
- Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

> *"Pupils are proud of their school. They know that the staff work very hard to support them"*
> (Ofsted 2023)

The Role

Purpose of the Role
To lead, develop and manage Carrington School's Careers Education, Information, Advice and Guidance (CEIAG) programme, ensuring compliance with Department for Education statutory guidance and achievement of the Gatsby Benchmarks. The Careers Lead will provide strategic leadership, impartial careers guidance and effective employer and education-provider engagement to support pupils in making informed decisions about their future education, training and employment pathways.

Job Title: Careers Lead (Part-time)
Hours - 25 hours per week/39 weeks per year

Salary: SESSET 8 £22,168 to £25,087 (FTE £37,447 - £42,378)

Line Manager: Member of the Senior Leadership Team

Contact Karen Ehren, HR Officer for more information
hr@carringtonschool.org or 01737 764356 x208



Benefits

- Strong induction programme
- Great CPD and training opportunities
- Two-week October half term
- Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- Modern, spacious and well-equipped staff room
- On-site parking
- Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- Annual pay progression within your pay grade
- Laptops for all teaching staff and tablets for all teaching assistants
- Start the day with free morning porridge!
- Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- £1000 finders fee for staff who recruit other appropriate staff for us
- London Fringe Allowance
- **Annual flu vaccinations**
- Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

Role Description

The Role

Key Responsibilities

1.Strategic Leadership

- Advise the Senior Leadership Team on careers education policy, strategy, resources and statutory requirements.
- Lead the strategic development of CEIAG across the school.
- Prepare and implement an annual careers development plan.
- Monitor, review and evaluate the effectiveness and impact of the careers programme.
- Provide regular reports to Senior Leaders and Governors regarding careers provision, outcomes and statutory compliance.
- Ensure the school meets Gatsby Benchmarks and relevant DfE careers guidance requirements.

2. **Programme Coordination**

- **Manage and coordinate the school's careers information, education and guidance provision.**
- **Work collaboratively with the Personal Development Lead and Subject Leaders to embed careers education throughout the curriculum.**
- **Liaise with Senior Leaders, Progress Leads, Heads of School, Directors, Subject Leaders of Departments and the SENCO to identify students requiring additional careers support.**
- **Plan, organise and evaluate careers-related activities and events, including careers fairs, employer encounters workshops and work experience.**
- **Support school improvement priorities through the use of careers education to raise aspiration, engagement and attainment.**
- **Monitor and report on Year 11 destinations through to March of Year 12 and, where possible, track post-18 destinations.**
- **Manage and monitor the careers budget effectively.**

3. Careers Education, Information, Advice and Guidance (CEIAG)

- **Deliver impartial and independent careers guidance through:**
  - **One-to-one guidance interviews.**
  - **Drop-in advice sessions.**
  - **Small group guidance sessions.**
  - **Assemblies and presentations.**
- **Maintain accurate and up-to-date careers resources and information.**
- **Ensure the careers section of the school website is regularly reviewed and updated.**
- **Attend parent evenings, open evenings and other school events as required to provide careers advice and guidance.**

4. Partnership and Network Development

- **Establish, maintain and develop effective partnerships with:**
  - **Sixth Form Colleges.**
  - **Further Education Colleges.**
  - **Apprenticeship providers.**
  - **Employers and industry representatives.**
- **Develop opportunities for students to engage with employers and education providers.**



Role Description continued

- Work collaboratively with Surrey Careers Hub and other external stakeholders to support continuous improvement of careers provision.
- Complete required reporting and quality assurance activities, including Compass Plus evaluations.

Safeguarding, Equality and Compliance

The postholder will:

- Safeguard and promote the welfare of children and young people.
- Comply with all safeguarding, child protection and safer recruitment policies.
- Promote equality, diversity and inclusion in all aspects of careers education and guidance.
- Adhere to Health and Safety legislation and school procedures.
- Comply with UK GDPR and confidentiality requirements.

Working Requirements

- Attendance at evening events and occasional out-of-hours activities as required.
- Attendance at GCSE results day
- Travel to external meetings, employer events and Careers Hub activities where necessary.

This profile outlines the principal duties and responsibilities of the role and may be reviewed periodically to meet the changing needs of the school.

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Person Specification

	Essential	Desirable
Qualifications		
• Level 6 Diploma in Career Guidance and Development (or equivalent Level 6 or above careers qualification).	✓	
• Eligible for membership, or current membership, of the Careers Development Institute (CDI).	✓	
• Registered, or eligible to register, on the Register of Career Development Professionals.	✓	
• Teaching, youth work or education-related qualification.		✓
• Safeguarding training.		✓
Experience		
• Experience of conducting one-to-one careers guidance interviews.	✓	
• Experience of delivering careers education, information, advice and guidance	✓	
• Experience of monitoring, evaluating and reporting on programme outcomes.	✓	
• Experience of organising careers events and employer engagement activities.	✓	
• Experience of working with young people in an educational setting.	✓	
• Experience of Compass Plus		✓
• Experience of working within a secondary school environment.		✓
• Experience of contributing to whole-school improvement initiatives.		✓

Person Specification continued

	Essential	Desirable
Knowledge and Skills		
• Detailed knowledge of Gatsby Benchmarks and DfE statutory careers guidance.	✓	
• Understanding of post-16 and post-18 education, training and employment pathways.	✓	
• Excellent communication and presentation skills.	✓	
• Ability to build effective relationships with internal and external stakeholders	✓	
• Strong organisational and project management skills.	✓	
• Ability to analyse data and produce reports.	✓	
• Competence in managing budgets and resources.	✓	
• Excellent ICT skills, including maintaining web-based information resources.	✓	
• Knowledge of local labour market information.		✓
• Understanding of apprenticeship frameworks and higher education routes.		✓
Personal Attributes		
• Passionate about supporting young people to achieve positive destinations.	✓	
• Proactive and innovative approach to careers education.	✓	
• Strong interpersonal and networking skills.	✓	
• Able to work independently and as part of a wider school team.	✓	

Person Specification continued

Personal Attributes continued	Essential	Desirable
• Flexible and responsive to changing priorities.	✓	
• Committed to equality of opportunity and inclusive practice.	✓	



Closing date for applications is

Thursday 19 November 2026 at 10am

Applications will close should a suitable candidate be appointed

Interview date **TBC**

To apply please complete the Support Staff Application Form which can be found on the 'Work With Us' page on our website

For an informal discussion about the role please contact the HR Manager, Karen Ehren
kehren@carringtonschool.org



Visit our website for more information about our school

www.carringtonschool.org

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Carrington School Redhill

@carringtonschool

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